



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

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OSEP 04-05

MEMORANDUM

To: State Directors of Special Education and State Data Managers
From: Stephanie Smith Lee *Patricia J. Guack for*
Director
Office of Special Education Programs (OSEP)
Subject: Annual Performance Report for Part B of the Individuals With Disabilities Education Act (Part B) for Grant Year July 1, 2002 through June 30, 2003

Pursuant to the Education Department General Administrative Regulations (EDGAR), at 34 CFR §80.40, the State education agency in each State is required to submit an Annual Performance Report (APR) on the State's use of Federal funds. This report is to provide: 1) a comparison of actual accomplishments to the objectives established for the reporting period; 2) reasons for slippage if established objectives are not met; and 3) additional pertinent information including future activities.

The information submitted in this information collection is used by this Office for a variety of purposes, including on going monitoring of the implementation of Part B of the Individuals with Disabilities Education Act (IDEA), background in preparation for OSEP monitoring, data for the Annual Report to Congress on the implementation of the IDEA, data addressing the Part B performance indicators that accompany the Department's annual budget proposal, responses to Congressional inquiries, measuring States' on going self-assessment and improvement planning efforts, and determining the need for revisions to States' State Improvement Grants, if States are grantees.

All States have completed a self-assessment and improvement plan of their performance and compliance for Part B. At the suggestion of State directors of special education, in order to reduce burden, the Secretary has determined that the reporting requirements for States' Self-Assessments, Improvement Plans, and Performance Reports are to be combined in this Part B Annual Performance Report thus allowing this Report to also serve the purpose for updating the State's self-assessing, improvement planning, and reporting on the impact of the State's activities to improve performance and compliance. This Annual Performance Report, covering grant year July 1, 2002 through June 30, 2003, is to be submitted no later than March 31, 2004.

OSEP's April 8, 2003, Memorandum, OSEP 03-5, *Implementation of the Office of Special Education Programs' Focused Monitoring during Calendar Year 2003*, states that

OSEP will implement an integrated, four-part accountability strategy: (1) verifying the effectiveness and accuracy of States' monitoring, assessment, and data collection systems; (2) attending to States at high risk for compliance, financial, and/or

management failure; (3) supporting States in assessing their performance and compliance, and in planning, implementing, and evaluating improvement strategies; and (4) focusing OSEP's intervention on States with low ranking performance on critical performance indicators.

Component 3 of OSEPs' accountability strategy is implemented through this Annual Performance Report.

Enclosed are the Part B APR Submission Requirements, that include a Crosswalk¹, and a Table with supporting Attachments. To complete this report accurately States must read the directions carefully and address all Clusters and Probes. We encourage States to carefully review information in both the general and specific instructions.

OSEP encourages States moving through this process to: 1) refer back to the training materials disseminated during the November 20th, December 4th, December 18th, January 15th and February 5th Part B APR Conference Calls now found at <http://www.ed.gov/policy/special/guid/idea/monitor/index.html>; 2) work in collaboration with program, data, and assessment staff at the State and local levels; 3) work with State's steering committee in the development of this Report; and 3) use its OSEP State Contact and/or Regional Resource Center Staff.

As part of this on going performance measurement, reporting, and improvement process, OSEP will require that States demonstrate the correction of any noncompliance that OSEP has identified through monitoring or that States identify through their own self-assessment process.

Part B Annual Performance Reports are to be submitted either "electronically" or by "hard copy". For performance reports prepared in "hard copy", submit an original and three copies to:

Ms. Gwendolyn A. Gage
Management and Program Analyst
Monitoring and State Improvement Planning Division
Office of Special Education Programs
U.S. Department of Education
Mary E. Switzer Building
330 C Street, SW, Room 3617
Washington, DC 20202-2640

For performance reports prepared "electronically", submit all electronic files to Gwendolyn.gage@ed.gov

States are asked to specify, in letters that cover this report, the time required to complete this information collection (including the time to review instructions, search existing sources of data and gather data needed, and complete and review the finalized information collection).

The submission requirements for the Annual Performance Report, with table and attachments, can be accessed at <http://www.ed.gov/policy/special/guid/idea/monitor/index.html>. If you have any further questions about the Annual Performance Report, please contact your Part B State Contact.

Enclosures

Cc: Federal Resource Center
Regional Resource Center

¹ A table located at the end of the submission requirements provides a cross walk between the cluster questions/probes found in the Part B Annual Performance Report and the cluster objectives/components used in States' Self-Assessments and Improvement Plans. This chart shows the genesis of each cluster area.